



FROM: J. Brown
SUBJECT: LIBRARY BOARD MEETING

**The Regular Meeting of the
AUGUSTA COUNTY LIBRARY BOARD**

will be held

Thursday, October 3, 2024,

at 6:00 p.m.

at the

Churchville Branch Library

Churchville, VA

**Please RSVP to the library by 5 p.m. on the
Monday before the meeting date.**

AGENDA

Regular Meeting of the
AUGUSTA COUNTY LIBRARY BOARD

October 3, 2024

1. Call to order
2. Minutes
 - a. July 2024 Minutes
3. Friends of the Augusta County Library Foundation Report
4. Director's Report
5. Old Business
 - a. Board of Trustees Email Addresses
 - b. Reporting FOIAable conversations
6. New Business
 - a.
7. Confirm the next meeting date: November 21, 2024 Location?
8. Adjournment

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July 2024 Meeting Minutes

PRESENT:

Scott Alleman (joined via Zoom)
Carolyn Coop
Alex Davis
Rebecca Lamb
Tonaly Pennington
Susan Thacker
Lorraine Monaco, Friends of the Augusta County Library Foundation
Reagen Thalacker, Library of Virginia

ABSENT:

North River Rep (Vacant)
Kathleen Cavender

VIRGINIA: At a Regular Meeting of the Augusta County Library Board held at the Fishersville Main Library Fishersville, Virginia on July 25, 2024, at 6:00 p.m. and in the 248th year of the Commonwealth. . . .

Call to Order

The board meeting was held in person.

The meeting was called to order at 6:00 pm by Jennifer Brown.

Minutes

The minutes from the May 23, 2024 meeting was discussed.

A motion was made by Susan Thacker to approve the minutes from the May 2024 meeting as presented. Alex Davis seconded the motion and the motion passed unanimously.

Friends of the Augusta County Library Foundation

Lorraine Monaco shared the following information:

Churchville • Craigsville • Deerfield • Fishersville • Middlebrook • Stuarts Draft • Weyers Cave
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- Working to modernize membership, website, and payment methods
- Website is almost complete to be rolled out
- Looking for opportunities to have a more regular newsletter

Director's Report

The director's report was circulated in the board packet before the meeting. Dr. Brown reiterated the following information:

- ACL distributed 10,520 meals through the summer meal program
- Broke foot traffic records for Weyers Cave, Stuarts Draft, and Middlebrook Libraries
- Successfully completed an organizational restructuring
- Still looking for a North River Board of Trustees representative

Old Business

New Business

Board Orientation

Reagen Thalacker, Public Library Consultant for the Library of Virginia was in attendance to provide a presentation on the roles and responsibilities of governing boards.

The presentation resulted in a discussion about the Freedom of Information Act (FOIA) and record retention. The Library Board requested special email addresses be made for each member to compartmentalize personal messages from Board of Trustees messages. Dr. Brown indicated that shouldn't be a problem and would work on moving in that direction.

Additionally, questions were posed about the appropriate way to report verbal questions as FOIA requests when Board members are conducting Board business in the County. Dr. Brown indicated she would work with the County to determine what that process is.

Digital copies of the presentation will be delivered following the meeting.

Officers

As per the Board of Trustees Bylaws, July is the time to elect the officers of Chair and Vice Chair.



Susan Thacker volunteered for the position of Chair. Alex Davis seconded the motion and the motion passed unanimously.

Tonaly Pennington volunteered for the position of Vice Chair. Rebecca Lamb seconded the motion and the motion passed unanimously.

Next Meeting Date

The Board discussed the date, time, and location of the next meeting and agreed to meet at the Churchville Branch Library on Thursday, September 26, 2024 at 6:00PM.

Adjournment

With there being no further business, the meeting adjourned at approximately 7:20 PM. The next board of trustees meeting will be held on September 26, 2024 at the Churchville Library at 6:00 PM.

Addendum

Since the adjourned meeting, a scheduling conflict occurred, and therefore the meeting has been rescheduled via email to Thursday, October 3, 2024 at 6:00 PM and will still occur at the Churchville Branch Library.

Secretary

Friends of the Augusta County Library Foundation

[June 2024 Meeting Minutes](#)

September 2024 Meeting Minutes (have not been released)

Finances

Expenditure Summary June 2024 (have not received)

Expenditure Summary August 2024 (have not received)

Expenditure Summary July 2024 (have not received)

[FY25 Approved County Budget](#)

[FY25 Approved State Aid](#)

Director's Report

[Media Mentions](#)

Statistics

[FY23-24 Comparative ACL Stats](#) (Multiple tabs)

[FY24-25 Comparative ACL Stats](#) (Multiple tabs)

Virginia Library Leadership Academy

- In-person workshop completed 3/10-3/13
- Mentorship portion asynchronously

Virginia Public Library Director Association - President as of 3/21/24

- Created orientation for new library directors
- Transitioning organizational documents from a Wiki to Basecamp for knowledge sharing

SAW Housing Summit

- Attended a summit for new working groups
- ACL will be working on one group that will focus on Housing Stability and ensuring folks have access to resources who may be struggling

Summer Reading Program

- Summer Reading Program, increased participation across the library system. Some items of note:
 - Craigsville
 - 3,820 meals distributed
 - 1,252 library visits (+193%)
 - 520 Books distributed through the Books on Wheels program
 - 19 Summer Reading Participants (+26.67%)
 - Deerfield
 - 230 library visits (+53%)
 - 2 Summer Reading Participants (+200%)
 - Fishersville

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- 2,800 meals distributed at the Yancey Fire Station
- 20,528 library visits (+45.25%)
- 800 Books distributed through the Books on Wheels program
- 380 meals distributed through the Books on Wheels program
- 467 Summer Reading Participants (+37.35%)
- Middlebrook
 - 924 library visits (+16.1%)
 - 23 Summer Reading participants (+21%)
- Stuarts Draft
 - 2,175 library visits (+53.4%)
 - 57 Summer Reading Participants (+78.13%)
- Weyers Cave
 - 1,616 library visits (+25.7%)
 - 240 books distributed through the Books on Wheels program
 - 80 meals distributed through the Books on Wheels program
 - 50 Summer Reading participants (+28.21%)

Summer Food Program

- Highlighting a need in the county
- Handing out 5 breakfasts and 5 lunches weekly at the following locations:
 - Craigsville and Churchville Libraries
 - Yancy Fire Company
 - Books on Wheels Delivery
 - Staunton Public Schools are handing out at the Verona Fire Station
- As of 7/12/2024 ACL has handed out
 - Craigsville Library: 2,440 Meals
 - Churchville Library: 1,420 Meals
 - Yancy Fire Company: 1,950 Meals
 - Books on Wheels Delivery: 1,200 Meals
 - Total handed out by ACL staff: 7,010 Meals

Augusta County Library:

- Received a \$1,000 Community Foundation grant with a 3-year funding commitment (for a total of \$3,000) to bring community organizations together for collective impact projects
 - October 3, hosting an Emergency Housing meeting to bring together organizations that provide resources
 - Goal is to compile and create a decision tree that can be used by staff, community members, and individuals who may be looking for resources on their own
- Streamlining our onboarding training process
 - Will be putting all library staff through the onboarding process in an effort to make sure everyone is on the same page and receives the same training
- Received 2024/2025 contract for courier services
 - Cost increased from \$1150 to \$1265 per month.
 - Will continue to advocate for an internal delivery person

- Finance department is transitioning to a new system and we are working the kinks out internally
 - Documenting internal purchasing procedures for knowledge management purposes
- Wrapping up FY24 stats. Some highlights:
 - Library visits are up 31.41% across the board. By location:
 - Churchville: 28.41%
 - Craigsville: 66.82%
 - Deerfield: 11.16%
 - Fishersville: 32.5%
 - Middlebrook: 21.55%
 - Stuarts Draft: 36.36%
 - Weyers Cave: 19.31%
 - Digital Circulation is up:
 - Total eCheckouts: 55,355
 - Increase of 36.01% from FY23
 - 21.6% of total number of checkouts (physical & digital combined)
 - Print Circulation
 - June 2024 officially the first time Weyers Cave (2,937) and Stuarts Draft (2,916) have surpassed print circulation at Churchville (2,853)
 - Will send out library location reports via email so you can see how libraries in your service areas are doing.
- Staff development day scheduled for Monday, December 9th. We will be closed to the public that day
 - Will be focusing on interpersonal relationship and community building.
- Quarterly location meetings have been occurring regularly since August.
- Regular Cleaning
 - Currently contract out for cleaning services.
 - Some locations are only being cleaned every other week
 - Researching how often we should have cleaning services, so it does not take up the limited time staff have
- Spending FY25 helping to manage staff change and become comfortable with the many changes that have been implemented over the last four years before moving on to any new organizational change.
- FY25 Budget
 - Still waiting to hear if our request for a new vehicle has been approved
- FY26 Budget
 - Beginning to put together the next proposed budget and will have a draft for you by the November meeting
 - Typically have to submit information to the County in December and will have meetings with County Admin

Churchville:

- Leak in teen services section due to rain. Awaiting roofers to fix.

- With the rainy days of September, a roof leak became evident in the Young Adult area of the branch. County maintenance has come out three times and has concluded that a professional roofing company needs to step in. In the meantime, we are catching water in a wastebasket and have moved furniture away from what I am referring to as "The Drip Zone".
- Programs are slowly getting more people
 - A new book club has begun in Churchville. The first meeting took place in early September with lively, book-focused discussion.
 - Storytimes are meeting a community need and have patron interest
 - One of our parents commented on how bringing her preschool-aged child to storytime highlighted to her what she and her child needed to work on in order to be "school-ready" next year and which things she was encouraged to see in her child's behavior in a group environment.
- Observations
 - In the past quarter, we have had two separate patrons say that they have switched home libraries as their own mobility changes, because there are no steps to get into the Churchville branch building and everything is on one level.
 - A lot of our foot traffic still consists of patrons from Craigsville, Deerfield, Mt. Sidney, Mt. Solon, Swoope, and West Augusta who are passing through on their way "into town" for errands, work, or school.
 - We have a new family that frequently requires extra reminders of basic behavior policies. A program such as Cassie that automatically sets computer-use parameters would be a big help in curbing some of these behaviors.
- Relationship Building & Outreach
 - Lisa visited Buffalo Gap High School in mid September to participate in their Bison Book Lovers club and will be returning again in the Spring. The kids had fun and one of them asked for a library volunteer application.
 - Churchville Elementary School will be bringing a class of Pre-K students for a storytime and tour of the Churchville branch on September 27th.
 - North River Elementary School will do the same in October.
 - A patron reported that some of their seeds from The Seed Library have sprouted and promised to share a photo with us once the plants have blossomed.
 - A new tween volunteer, Carson, started helping out with dusting shelves once a week. He has a great attitude and we appreciate the help.
- Collection
 - We are very nearly finished with weeding out here. We are a little over halfway through Adult Fiction and then all that remains is Adult Non-Fiction. Rachael has been incredibly organized and efficient in orchestrating this process.
- [FY24 Churchville-specific report can be found here.](#)

Craigsville:

- New location manager trained and is working on her own
- Attended three engagement and library card outreach events in the Craigsville area to bring awareness to the library and it's services

- Starting a community food pantry and community clothing closet to make resources available to the community when the community food pantry is not open
- Staff will be trained on programing with the Community Learning Manager.
- [FY24 Craigsville-specific report can be found here.](#)

Deerfield:

- New partnership with Augusta Health is starting. They will be hosting monthly mobile health clinics in the Deerfield community building starting in November to bring medical services to the area, much like they have been doing in Craigsville.
- Staff member is starting a local history project
- Programs on the calendar for the remainder of 2024
- Upgrading wifi battery back up so community will have access to wifi if the power goes out, for longer periods of time, since much of the community relies on the library for wifi access.
 - Will be extending this to Craigsville and Middlebrook areas
- Level of community engagement is increasing!
- [FY24 Deerfield-specific report can be found here.](#)

Fishersville:

- Uneven floor
 - Received report from lineage, there are no structural issues and the unevenness of the floor appears to be in transitional areas of the library
 - Recommended when we replace the carpet that we put gradual inclines to denote a change
 - Carpet needs to be replaced, it's almost 20 years old.
 - Did identify humidity issues in the program room, and some cracks that we will keep an eye on
- Moisture in the crawlspace
 - Now that we know we don't have a structural issue, we are starting to work toward getting the moister in the crawlspace handled
 - Informed County admin of the cost. Waiting on follow-up for next steps.
- Smoke detector system
 - Project completed
- HVAC
 - Humidity in the programming room was up to about 80%
 - Worked with Young's mechanical to get that problem fixed
 - Admin offices were averaging about 62 degrees
 - Young's came out and moved the thermostat to help with the issue
- Roof Leaks
 - Had a rough leak that was brought to our attention after heavy rains in the YA section. We had to close this area as materials were moved and it was not safe for patrons.
 - Maintenance patched the leak and replaced the ceiling tiles. Back open as of 9/24
 - Leak in the staff work room, over a staff member's desk

- HVAC system was frozen over when Young's came out to check on other issues. They turned it off to thaw, which then created a leak that broke through the ceiling tiles
- Waiting for the area to dry up so the ceiling tiles can be replaced

- [FY24 Fishersville-specific report can be found here.](#)

Middlebrook

- Large increases in foot traffic and program attendance
- Ceiling tiles damaged from roof leaks, were replaced. The underlying issue has yet to be addressed
- Long-time station manager retired, and the community came out to wish her best of luck
- Community plans to reach out to Board of Supervisors member to advocate for additional hours
- [FY24 Middlebrook-specific report can be found here.](#)

Stuarts Draft

- Circulation desk ordered and should arrive the second week of October
- Outside trash can ordered and put in place
- Will be adding Friday hours beginning in November
- [FY24 Stuarts Draft-specific report can be found here.](#)

Weyers Cave

- Book drop was moved so be easier for staff to get in and out of the drop for materials
- Made inroads with the leaseholder to have lines painted for the parking spot
- Backdoor lock was not latching appropriately, it's since been fixed
- One location manager has resigned, the other will be taking the hours.
- [FY24 Weyers Cave-specific report can be found here.](#)

Outreach & Community Engagement

- Working on documenting outreach procedures
- Bringing library services regularly to:
 - Montague Terrace
 - Verona Community Center
 - Assisted Living Facilities
- Community Foundation - This is Home display at Middlebrook Library
- Participating in SAW Housing Group
- 9/17: Community Health Clinic
- 9/18: Bridging Connections
- 9/21: Craigsville Fall Festival
- 9/21 African-American Heritage Multicultural Festival- coordinating with VLC
- 9/28: North Ridge Cafe
- 10/12 & 10/13: Fall Foliage Festival - Coordinating with VLC
- 10/12: Churchville Volunteer Fire-Rescue Fall Festival (Tentative)
- 10/26: Staunton Pride
- 11/6: Senior Health Fair

Strategic Action Plan

Community Focused

We focus on what makes each community unique	Our programs and services reflect the interests of the community	We acknowledge the diverse experiences and needs in our community and reflect that diversity	We build partnerships with community organizations with similar missions
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Accessible

We identify and break down barriers to access	Our buildings are accessible to persons of all abilities	We will increase access to resources throughout the whole county	We ensure equal access to basic library services at all locations
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Capacity Building

We identify the resources needed to be a community-focused organization	We leverage community partnerships to work smarter, not harder	We streamline and identify technological solutions for internal processes	Our facilities are flexible and meet the usage needs of the communities they serve
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Awareness & Advocacy

We promote library services of interest to different audiences	We demonstrate to the community that we are more than just books	We focus on the library's impact on the community	We identify and build relationships with library allies
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Sustainable

We identify core library services and the resources needed to sustain them	We make resource decisions that reflect the community's value of preservation and environmental sustainability	We provide opportunities for users to learn and practice sustainable behaviors	We recognize the library's role in supporting social and community goals
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User Focused

We put people first and are welcoming to all	We leverage our customer service strength to continue to build personal relationships	Library staff are empowered to ensure users walk away with the resource they need in the time they need it	We are flexible and proactive in identifying and responding to user needs
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Vacancies

N/A

New Hires

Full Time Community Learning Assistant

2024 Meeting Schedule

Date	Location
January 25, 2024	Fishersville
March 28, 2024	Fishersville
May 23, 2024	Fishersville
July 25, 2024	Fishersville
October 3, 2024	Churchville
November 21, 2024	Fishersville